



POSITION DESCRIPTION

Program and Volunteer Coordinator, Greater Kalamazoo Girls on the Run

Reports to: Senior Program Manager

POSITION SUMMARY:

Responsible for assisting with the organization, coordination and oversight of the Girls on the Run programs which includes coordinating all aspects of the Girls on Track program, managing GOTR program logistics, assisting with the coordination of the adult charity runner program, and leading volunteer recruitment, training and recognition efforts.

WORKING CONDITIONS:

Normal working conditions where there is no physical discomfort due to temperature, dust, noise and the like. Occasionally lifts average 40+ pound boxes of supplies, materials, etc. to waist high level. Ability to drive plus the availability of a vehicle to use for getting to and from meetings and other events. Valid Michigan driver's license and the ability to obtain necessary auto insurance for the above purposes. Must be able to work a varied schedule when required, including evenings, early mornings and weekends in order to cover the work. Must be able to observe and hear program participants, staff, volunteers, and Council partners across a wide range of settings and interpret that input for the purpose of evaluation, monitoring and program modifications. This is a part-time position, working an average of 20 hours per week with peak hours during critical program periods.

RESPONSIBILITIES:

- Organizes, coordinates and provides oversight of the operations of the Girls on Track Program including, but not limited to, site application and selection, volunteer coach recruitment, screening, selection, placement, training and ongoing communication. Serves as staff liaison to the GOT operations committee and attends committee meetings.
- Serve as the primary contact for all program inquiries for Girls on Track and forge partnerships with experts who can serve as resources for the Girls on Track population and overall program.
- Coordinate all aspects of the Girls on Track program evaluation including participant, parent, liaison, coach and stakeholder evaluations.
- In support of the operations of GOTR and Girls on Track, schedule CPR/First Aid certification training, oversee volunteer application process including the performance of background checks on volunteers as appropriate, lead coaches' kit development, supply assembly and distribution, secure, organize and distribute healthy participant snacks, coordinate Girls on Track coaches' training and assist with GOTR coaches training. Coordinate 'Team Adelaide' and track site visits for Girls on Track. Occasionally attend meetings of the GOTR Operations Committee.
- In conjunction with registration coordinator, serve as a liaison between GOTR, retail shoe provider, and program sites to coordinate all aspects of shoe fittings during each of the GOTR and Girls on Track program cycles.
- Track, assign and communicate with assistants. Connect assistants to sites when needed.
- Coordinate the recruitment of general volunteers and assist with SoleMate recruitment, management and support. Assist GOTR participation in community wellness and volunteer fairs as needed. Direct volunteers to the appropriate committee chairs and maintain a database of interested volunteers connecting them to specific projects as needed by other staff, the council and committees.
- Form trusting and productive working relationships with volunteers and the Greater Kalamazoo GOTR Council/Board.

- Oversee volunteer appreciation and recognition including the coordination of the annual Go Girl! Awards and Volunteer Recognition Event.
- Collect, organize and archive program documentation including council/board meeting and other committee minutes.
- Support and attend the special events of Girls on the Run.
- Other duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Bachelor's degree preferred or equivalent in experience and knowledge.
- Must display a personal passion for the mission of GOTR and be a role model for health, wellness and self-esteem.
- Able to present convincingly GOTR program offerings and possess a depth of knowledge, or a willingness to learn, about the GOTR program and philosophy.
- Ability to interact effectively with other staff, community leaders, school personnel, volunteers, parents, children and program funders.
- Ability to recruit, screen, train and motivate community-based volunteers.
- Excellent project management, communication (written, oral and presentation), collaboration and organizational skills.
- Ability to multi-task in a high volume environment.
- Outstanding relationship building skills and ability to respond quickly and empathically to volunteer coaches and sites, and generate win-win solutions.
- Composure under stress and willingness to assume responsibility for delivering organizational commitments.
- Ability to travel within assigned territory, using a personal vehicle.
- Computer competence, including but not limited to: Microsoft Office programs, data management and email.
- Ability to lift and carry up to 50 lbs.
- Understands and embraces diversity and inclusiveness in thought, word and actions. Exemplifies these values.
- Understands and embraces a healthy lifestyle in thought, word and actions. Exemplifies these values.
- Previous experience with the Girls on the Run programs and existing relationships within the Greater Kalamazoo Area running community preferred.

Position Specifics: Salaried position. In addition to traditional office hours, the Program Coordinator is expected to work occasional weekends and evenings to participate in scheduled events and meetings as the work of the organization requires. There are vacation blackout periods (mid-January through late March and September through mid-December.)

Communities In Schools serves as the fiduciary for the Greater Kalamazoo Girls on the Run. CIS has established and maintains a policy that provides equal employment opportunity for all qualified employees and applicants regardless of the individual's gender (including pregnancy), gender identification, race, color, ethnic or religious background, descent or nationality, religion, height, weight, marital status, age, non-disqualifying handicap, veteran status or sexual orientation

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Qualified candidates may express interest in this position by submitting their resume and cover letter to anne@girlsontherunkazoo.org.

Responses must be received by November 11 at 4 PM.